



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD, SUITE 2533  
FORT BELVOIR, VIRGINIA 22060-6221

99 12

S: January 28, 2000

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IN REPLY  
REFER TO CAHW


MEMORANDUM FOR DLA EXECUTIVE MANAGEMENT TEAM

SUBJECT: 16<sup>th</sup> Annual Secretary of Defense Productivity Excellence Awards

Nominations are now being accepted for the Secretary of Defense Productivity Excellence Awards for 2000. This is the Department of Defense's highest recognition of individuals who, through their creativity and initiative, have developed innovative ideas to improve the quality and productivity of Defense operations. Management improvement initiatives, suggestions and inventions are excellent sources for nomination. Nominations are due to this Headquarters no later than Friday, January 28, 2000. The 16<sup>th</sup> Annual Awards Ceremony is scheduled for May 18, 2000.

Nominating procedures and a copy of the award format are contained in the attached package. This award is very competitive and the Defense Logistics Agency (DLA) is limited to a total of five submissions. The DLA Recognition and Awards Board will review nominations and forward their recommendations to the Director, DLA, for approval. A panel from the Office of the Secretary of Defense will evaluate DLA and other component submissions and will recommend the most significant to the Secretary for approval.

Point of contact for this award is Ms. Sandra Hazel, DSN 427-6422 or commercial (703) 767-6422.

  
SANDRA M. MILLER  
Assistant Executive Director  
Workforce Effectiveness and  
Development Group  
Human Resources

Attachment

cc:  
Awards Administrators

Federal Recycling Program



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**16<sup>th</sup> ANNUAL**  
**SECRETARY OF DEFENSE PRODUCTIVITY EXCELLENCE AWARDS**  
***Nomination Format/Process and Ceremony Information***

The 16<sup>th</sup> Annual Secretary of Defense Awards Ceremony is scheduled for Thursday, May 18, at 3:30 p.m. in the Pentagon Auditorium. The following provides general information about the award criteria and nomination format.

**BACKGROUND:** The award program was established in 1983 to recognize individuals and small groups of military members and/or civilian employees who have made substantial improvements in the quality and productivity of DoD operations through suggestions, special acts, and other management improvement initiatives. This award acknowledges the initiative and innovation of an individual or a small group of individuals (small group is defined as no more than 6 individuals); it is not an organizational award. Components are limited in the number of nominations that may be submitted each year. An evaluation panel at the Office of the Secretary of Defense level evaluates component nominations and recommends those that best fit the criteria for approval. The awards are presented annually in a Pentagon ceremony.

**ELIGIBILITY:** Individuals or small groups of military members and civilian employees of the Department of Defense may be eligible. This is not an organizational award; therefore commands, organizational units, offices, etc. are not eligible.

**CRITERIA:** Nominations will be evaluated on the following:

1. **Initiative.** Nominated ideas must result from the individual's own initiative, not as a result of an assigned task or as part of his/her job responsibilities, requirements or expectations. The award is designed to encourage individuals to look for better ways to do their jobs and to celebrate their initiative and innovation.
2. **Savings.** Nominations must have demonstrated savings of at least \$1 million over a 12 month period. Savings may not be estimated or projected. Savings must be verified and may be subject to audit.
3. **Previous Recognition.** The individual(s) nominated for this award must have previously received recognition or an award for the idea that is being nominated.

**NOMINATION PROCESS:**

1. A sample nomination format is attached. It should be retyped with information provided in the appropriate spaces. Bracketed comments should not be included in the final nomination form but are provided as a guide for completing the form. Nominations should be about 2 pages but no more than 3-4 pages.
2. Nominations must be unclassified.

3. Components may submit nominations up to the following limits:

Department of the Army	10
Department of the Navy	10
Department of the Air Force	10
Defense Logistics Agency	5
OSD/JS and other Defense Agencies	3
National Security Agency	3

4. One (1) copy of each nomination, including the endorsing memorandum addressed to the Deputy Assistant Secretary of Defense (Civilian Personnel Policy), must be submitted **by COB on Friday, January 28, 2000**, to:

ATTN CAHW SAUNDRA HAZEL  
DEFENSE LOGISTICS AGENCY  
8725 JOHN J KINGMAN ROAD STE 2533  
FT BELVOIR VA 22060-622 1

Note: All nominations must be coordinated within component and submitted as a single package. Individual nominations submitted directly to OSD will not be considered.

Sample Format  
f o r  
**Secretary of Defense  
Productivity Excellence Award  
Nomination**

**ELIGIBILITY.** (Mark one.)

Individual \_\_\_\_\_ G r o u p \_\_\_\_\_

**PERSONAL DATA.** (If group, provide the following each individual on one page.)

Name: (Full name, provide gender if not obvious by spelling.)  
Grade/Rank: (Spell out; do not use abbreviations.)  
Job Title: (Series if civilian; job title for both military and civilian.)  
Organization: (Spell out; do not use acronyms.)

**PREVIOUS RECOGNITION.**

Type of Recognition, award amount (if applicable) and date granted.  
(Provide award information only if it was granted as a direct result of the nominated idea.)

**TANGIBLE SAVINGS BENEFITS.**

Savings Amount: \_\_\_\_\_ Period of Savings: \_\_\_\_\_  
(Beginning mo/yr - Ending mo/yr.)

(Savings must be verifiable for a 12 month period; estimated or projected savings are not eligible.)

**DESCRIPTION OF ACHIEVEMENT.** (Describe the achievement in non-technical terms (no acronyms). Describe the former method or process and the problems encountered. Describe the new process or idea and exactly how the new/revised idea improved the former method. Show how the savings were achieved. (Be sure to account for any implementation costs for the new idea, method, or process when demonstrating the savings.) Describe how quality and timeliness of the process/system was improved and productivity increased. (Describe the effect of the improvement and its scope.) Please limit description to no more than one page.

**PROPOSED CITATION.** (Simple, concise description of the idea; approximately 5-8 sentences.)

**POINT OF CONTACT.** (Name and commercial phone number of individual who is most knowledgeable about the facts.)

**REVIEW AND APPROVAL.**

a. Nominated by: \_\_\_\_\_  
b. Reviewed by: \_\_\_\_\_  
c. Approved by: \_\_\_\_\_